

## **Chapter 2.86**

### **LIBRARY SERVICES DEPARTMENT**

(3077-10/90, 3662-10/04)

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**2.86.010 Establishment.** There is hereby established a Department of Library Services.

(3077-10/90)

**2.86.020 Mission.** The library assists in the educational development and cultural enrichment of the citizens of the community by providing access to library facilities, materials and information for the betterment of the community. (3077-10/90)

**2.86.030 Objectives.** The objectives of the Library Services Department shall be as follows:

- (a) To provide and maintain library materials and service for the citizens of Huntington Beach and its environs. (3077-10/90)
- (b) To provide information and assistance to the Library Board and other civic groups relating to the library. (3077-10/90)
- (c) Acquire, circulate, maintain and secure library materials. (3077-10/90)
- (d) Issue library cards, collect fees and fines, answer patrons inquiries. (3077-10/90)
- (e) Develop comprehensive children's services and collections to encourage and promote reading and education by children. (3077-10/90)
- (f) Provide for recovery of overdue material. (3077-10/90)
- (g) Inform in the use of the library and its resources and develop and maintain relevant material collections by skilled, professional librarians. (3077-10/90)
- (h) Utilize technology for efficient and effective circulation control and for staff and patron applications. (3077-10/90)
- (i) Circulate materials and provide library services in outlying areas through local library branches. (3077-10/90)
- (j) Recruit, train and supervise volunteers to assist in the library operation. (3077-10/90)
- (k) Encourage and foster literacy. (3077-10/90)
- (l) Administration and enforcement of Section 13.52.020 of the Huntington Beach Municipal Code. (3660-10/04)

**2.86.040 Director--Powers and duties.** The Director of Library Services shall be the head of the Library Services Department, and shall be appointed by the City Administrator, subject to approval by a majority vote of the City Council. The Director shall have the following powers and duties: (3077-10/90, 3662-10/04)

- (a) Plans, organizes, and administers programs and procedure governing library services that are relevant to the present and future community needs. (3077-10/90)
- (b) Reviews and approves materials, supplies, and capital outlay items for library system. (3077-10/90)
- (c) Directs the preparation of the annual budget, administers the approved budget and controls expenditures. (3077-10/90)
- (d) Responsible for the selection and evaluation of employees in accordance with established procedures. (3077-10/90)
- (e) Meets and confers with the Library Board and with elected officials, city administration, and other department heads. (3077-10/90)
- (f) Directs the maintenance of the library, statistics, records and related reports. (3077-10/90)
- (g) To the extent it encourages, fosters, promotes, and/or facilitates the objectives of the department, provides assistance to: Library Patrons Foundation, Friends of the Library, Friends of the Children's Library, Literacy Volunteers of America, and other library related groups. (3077-10/90)
- (h) Advises on the acquisition, design and construction of library facilities. (3077-10/90)
- (i) Insures Library needs are met and maintained within established framework and executes policy rules and regulations as established by the City Council. (3077-10/90)
- (j) Preserve Library Bill of Rights by challenging censorship and affirming that all libraries are forums for information and ideas, and that library resources be provided for the interest, information and enlightenment of the people. (3077-10/90)
- (k) Perform such other duties and have such other powers as the City Council may establish hereafter by resolution. (3077-10/90)
- (l) Administration and enforcement of Section 13.52.020 of the Huntington Beach Municipal Code. (3662-10/04)

**2.86.050 Appointment of subordinates.** The Director, with the approval of the City Administrator, shall appoint all other officers, assistants, deputies and employees of the Library Services Department. (3077-10/90)

**2.86.060 Fees and charges.** The Director has authority to charge reasonable fees for use of department services, materials and city facilities to help defray public expense when such fees are established by resolution of the City Council. (3077-10/90)

**2.86.070 Annual Budget.** The City Council shall annually establish a Library Services budget. (3077-10/90)

**2.86.80Acceptance of gifts.** The Department may accept all gifts, devices, legacies or bequests from any source, public or private in the name of the city, subject to the approval of the City Council. All monies so obtained by the department shall be deposited by the Director or his duly authorized subordinate in the general fund of the treasury of the city or in any special fund the City Council may designate. (3077-10/90)